



CONSTITUTION & BYLAWS

CONTENTS

SCHEDULE A : CONSTITUTION

ARTICLE	I	:	NAME
	II	:	PURPOSE
	III	:	PREROGATIVES
	IV	:	ADDRESS
	V	:	PROVISIONS

SCHEDULE B : BY LAWS

BY-LAW	1	:	TENANTS OF FAITH
	II	:	ORDINANCES & PRACTICES
	III	:	MEMBERSHIP
	IV	:	OFFICERS
	V	:	ELECTIONS
	VI	:	PROPERTY
	VII	:	BORROWING POWERS
	VIII	:	DEPARTMENTS
	IX	:	MEETINGS
	X	:	SEAL
	XI	:	RESPONSIBILITIES OF AFFILIATION
	XII	:	AMENDMENTS

Revised June 2007

CHRISTIAN LIFE ASSEMBLY CONSTITUTION

SCHEDULE "A"

ARTICLE I.

The name of the Society is "CHRISTIAN LIFE ASSEMBLY."

ARTICLE II.

The purposes of the Society are:

A. To propagate the Word of God by preaching and teaching; by printing, publishing and circulating Christian literature, by radio, television or other present and future means of communication, in order to bring the unsaved to a definite acceptance of our Lord Jesus Christ as Savior, both at home and in foreign lands and to establish the believers in the truth of God's Word.

B. To establish and maintain a place for the Assembly to gather and worship God.

C. To establish and maintain such departments and facilities as may be deemed necessary for the work of the local Assembly, in order to develop the Christian spiritually, intellectually, emotionally and physically.

ARTICLE III. DEFINITIONS

A. The term "Leadership Team" shall be understood to be the term "Board" in the Pentecostal Assemblies of Canada: BC & Yukon District Constitution and Bylaws, or General Constitution and Bylaws of the PAOC.

ARTICLE IV. PREROGATIVES

A. This Assembly shall have the right to govern itself according to the standards of New Testament Scriptures.

B. In connection therewith, or incidental thereto, it shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purpose; all in accordance with its constitution and by-laws or as the same may be hereafter modified or amended.

ARTICLE V.

The permanent address of the Society shall be 21277 - 56 Avenue, Langley, B.C., V2Y 1M3.

ARTICLE VI.

The provisions as outlined in Article III, IV and Article V are ALTERABLE as per Section 22 - Societies Act.

CHRISTIAN LIFE ASSEMBLY

BY-LAWS

SCHEDULE "B"

BY-LAW I. TENANTS OF FAITH

We believe most assuredly that the Holy Scriptures are God's final revelation and constitute our all-sufficient rule for faith and practice. This Church, accepts the "Statement of Fundamental Truths" as set forth by the Pentecostal Assemblies of Canada.

BY-LAW II.

SECTION 1. ORDINANCES

A. The ordinance of baptism by immersion in water, Matthew 28:19, shall be administered to all those who have repented of their sins, and have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation. Romans 6:3-5 and Colossians 2:12.

B. The ordinance of the Lord's Supper shall be regularly observed as enjoined in the scriptures. Luke 22:19-20 and I Corinthians II:23-26.

SECTION 2. PRACTICES

- A. Dedication of Children
- B. Prayer for the Baptism with the Holy Spirit
- C. Prayer for the Sick
- D. Christian Marriage
- E. Christian Burial of the Dead

BY-LAW III MEMBERSHIP

SECTION 1.

Persons desiring to become members of this Church shall give credible profession of faith in the Lord Jesus Christ as Savior. They shall indicate a desire to live in harmony with the body of believers, shall accept the doctrinal standards as set forth in the Statement of Fundamental and Essential Truths, and shall be regular financial supporters of this Church, recognizing that his Church approves the principles of tithing; and shall have attended regularly for a period of three months.

They shall refrain from acts of sinful nature: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissension's, factions and envy; drunkenness, orgies, and the like. (Galatians 5: 19-21 NIV). Sexual immorality shall be interpreted to mean common-law marital relationships, pre-marital and extra-marital sexual relationships (1 Corinthians 6:15-18; 7:1-2; 1 Thessalonians 4:3-8; Hebrews 13:4), and all forms of homosexual and lesbian activity, along with other practices deemed inexcusable for Christian conduct, and which place a person under God's judgment. (Romans 1:26-2:11).

SECTION 2

Membership shall consist of the following:

A. REGULAR MEMBERS - Persons 18 years of age and over, who fulfill the requirements of Section 1, By-Law III shall be known as Regular Members. Active membership shall preclude active membership in any other church.

SECTION 3 MEMBERSHIP COMMITTEE

A membership committee composed of the Leadership Team or their designates shall receive applications for membership, shall make investigation relating thereto as it deems proper, and shall recommend for admission into the Assembly, those applicants who meet membership requirements.

SECTION 4 PROCEDURE FOR APPLICATION

A. Application for membership shall be received on a standard application form approved by the LT of Christian Life Assembly.

B. Applicants who have been approved by the membership committee for membership in this Assembly will be publicly received in to the Church and shall receive a membership card which shall be renewed annually. Galatians 2:9

SECTION 5 TRANSFER

Members moving to another locality may be given a certificate or a letter of transfer by the Membership Committee of this Church. The three month attendance period need not apply to transferees from any other of our Pentecostal Assemblies or any other affiliated body.

SECTION 6 TERMINATION OF MEMBERSHIP

A. Grounds for termination of membership in this Church shall include the following:

1. Voluntary withdrawal from membership in this Assembly.
2. Absence from the regular services of the Assembly for three months without valid reason.
3. After issue of Transfer Certificate.
4. Any proven immoral act or unchristian conduct after full investigation of the evidence according to subsequent paragraph (B)
5. Propagating doctrines and practices contrary to those set forth in the Statement of Fundamental Truths. Romans 16: 17-18; and Proverbs 6:19.

6. Participation in activities which contravene the Constitution and By-Laws of Christian Life Assembly.

7. Any act or action of a church member which, in the opinion of the Leadership Team, is the cause of serious discord or dissension, with or without malicious intent. (Romans 16:17, 18; Proverbs 6:19)

8. Membership in this church will be terminated automatically without a hearing under paragraphs 1 and 3.

9. When, in the opinion of a majority of the members of the Leadership Team, disciplinary action should be taken up with a member of the church under paragraphs 2, 4, 5, 6 or 7, the member in question shall be advised in writing by registered letter by the Secretary of the LT and a date set for a hearing before the LT, to which the member in question shall be invited to appear, with a copy of the aforementioned letter being sent to the District Superintendent. After due consideration of the evidence, at least a two-thirds majority vote by secret ballot shall be necessary to terminate membership.

B. Discipline:

In the cases of discipline, the process outlined in Matthew 18:15-17 shall be considered the guiding principle.

1. In the event of a serious difference arising between members of the congregation, if reconciliation cannot be effected by parties involved they shall have the right to appeal to the Leadership Team.

2. Should a member be alleged to be guilty of misconduct of a serious nature, or of an act justifying termination of membership, the Senior Pastor may use his discretion in proceeding with an investigation.

3. No charges of misconduct or improper act shall be considered by the Leadership Team unless made in writing and duly signed.

4. If formal charges have been laid against a member, and the LT decides that disciplinary action must be taken, the member so charged shall be advised and a date set for a hearing before the LT in the presence of the one alleging the charge, at which time the evidence shall be considered and a verdict shall be determined by secret ballot. At least a two-thirds majority vote shall be necessary to establish guilt.

5. If guilt is established, the LT shall decide what disciplinary action shall be taken. If contrition, sorrow and repentance are not evident, temporary suspension of membership privileges may be considered as disciplinary action.

When ever any disciplinary action has been taken it should be considered remedial and every effort made to restore the member.

SECTION 7 WAIVER OF CLAIM

Notwithstanding the provision herein before contained, Certificates of Membership of this Local Church shall be issued upon the condition that suspension of the member, and withdrawal of the Certificate of Membership in the manner herein provided, shall not give the suspended member cause for legal action against the Senior Pastor or any member taking part in the suspension proceedings and the acceptance of the Certificate of Membership of fellowship in this Local Church shall be evidence of a waiver by the member of all rights of action, causes of action, and all claims and demands against the Local Church, or any member or officers of the Pentecostal Assemblies of Canada, by virtue of suspension proceedings and withdrawal of the Certificate of Membership of Fellowship in this Local Church under the foregoing provision.

SECTION 8 MEMBERS IN GOOD STANDING

All members are in good standing except a member who after guilt has been established by Paragraph B of Section 6, does not show evidence of contrition, sorrow and repentance.

BY LAW IV OFFICERS

SECTION 1

The officers of this Church shall be a Senior Pastor, Leadership Team Members, and such other officers as may be determined by the Leadership Team from time to time. All officers shall be required to hold Church Membership.

SECTION 2 THE SENIOR PASTOR: Appointment and Call

A. Nominations for Senior Pastor, referred to in the remainder of the Constitution as Senior Pastor, shall be submitted to the Church congregation by the Leadership Team after consultation with the District Superintendent and the retiring Senior Pastor.

B. The Senior Pastor must be one who holds Credentials with the Pentecostal Assemblies of Canada, the Assemblies of God or one whom the B.C. District Executive Officers of the Pentecostal Assemblies of Canada approve.

C. A call shall be extended to a Senior Pastor when he has received a two-thirds vote of the ballots cast at a Congregational Meeting duly convened for that purpose.

D. DUTIES

The Senior Pastor shall be considered the spiritual overseer of the Assembly and shall direct all of its activities. This individual shall arrange for all special meetings, Missionary Conventions or Revival Campaigns. This Individual or designate shall act as Chairman of all the general membership business meetings of the Assembly, and of the Leadership Team. This Individual shall be ex-officio member of all committees and departments. This individual shall provide for all the services of the Assembly, and no one shall be invited to speak or preach in the Assembly without approval. Further to the provisions of By Law IV, Section 2 (G), the Senior Pastor or a simple majority of the Leadership Team may appeal to the District Superintendent to Chair any congregational business meeting or portion thereof.

E. RESIGNATION

The Senior Pastor may resign by giving one month's written notice to the Leadership Team by a letter addressed to the Secretary of the LT. This individual must also immediately notify the District Superintendent of their resignation.

F. VACANCY

When the Senior Pastor's role becomes vacant the Leadership Team in conjunction with the District Superintendent or his authorized representative, shall be empowered to act in full legal capacity of the Senior Pastor and shall arrange to supply the pulpit with a suitable ministry until such time as a new Senior Pastor has been installed. During such vacancy the Leadership Team, in conjunction with the District Superintendent or authorized representative shall be empowered to appoint a Chairman for any duly convened congregational business meeting.

G. REMOVAL

The Senior Pastor may be removed in the following manner:

1. When difficulties have arisen between the Senior Pastor and the Assembly which do not involve his Credentials but only his position as Senior Pastor and which apparently cannot be resolved at the local level, the Senior Pastor, the Leadership Team, or a quorum consisting of not fewer than 40% of the regular members of the Assembly, shall have the right to appeal to the District Leadership Team.

The refusal of a Senior Pastor to call a meeting of the Leadership Team to discuss the problem, when requested by a majority of the LT, shall constitute the Leadership Team's right to appeal to the District Leadership Team.

If a satisfactory settlement cannot be reached, the District Superintendent shall call a congregational meeting to be presided over by himself or his authorized representative.

A two-thirds majority vote of the members present and voting shall be required to remove the Senior Pastor. In such an event, the retiring Senior Pastor shall be given one month's salary and the use of the parsonage during that time, or usual rental allowance.

2. Charges in matters involving his right to hold Pentecostal Assemblies of Canada Credentials, his morality, integrity or doctrinal soundness must be made to the District Leadership Team in writing, and properly signed by one who is willing to appear in person and give testimony concerning the charges. Charges thus preferred against a Minister shall be dealt with according to provisions made in the District Constitution, Article 6, Section 4.

SECTION 3 ADDITIONAL MINISTERS

There shall be provision for the appointment of additional Ministers in the Church. These Ministers are to be appointed by the Senior Pastor and Leadership Team. The Senior Pastor and Leadership Team shall define the offices and positions of seniority of such additional Ministers.

SECTION 4 THE LEADERSHIP TEAM

A. The Leadership Team (LT) shall consist of the Senior Pastor and not fewer than seven non-ministerial LT Members. (If more, the exact number and the resolution authorizing the same must be duly recorded in the Church minutes.) The members of the LT shall be ratified in accordance with the resolution of the Church. The Senior Pastor or designate shall act as Chairman of this LT. Where no Senior Pastor holds appointment, the LT may elect one of its members to act as Chairman.

B. QUALIFICATIONS

The Leadership Team shall be composed of men with the necessary qualifications of biblical leaders (Acts 6 and I Timothy 3:1-13, Titus 1:5-9) persons of good report, and sound Christian character, and filled with the Holy Spirit according to Acts 2:4.

C. DUTIES

The Leadership Team is chosen to serve the Church and, therefore, shall act in an advisory capacity with the Senior Pastor in matters pertaining to the Assembly and its Spiritual life and financial affairs. They shall assist in the Ministry of its ordinances and shall act in the examination of application for membership, and also in the administrations of the discipline of the Assembly.

A majority present in any meeting of the Leadership Team shall constitute a quorum, provided that all the members have been notified to be present.

It shall be the duty of the Leadership Team to see that the Senior Pastor and any employees of the Church are adequately remunerated, taking into consideration the cost of living and the Assembly's financial ability.

A majority of the Leadership Team shall have the right to ask the Senior Pastor to convene an official LT Meeting. Where there is need for trustees, the Leadership Team shall have its members act in that capacity.

The Leadership Team with the Senior Pastor shall meet at least monthly for the transaction of the routine business for the Assembly, the time and place to be announced by the Senior Pastor.

D. TERM OF OFFICE

1. The term of office of all non-ministerial members of the Leadership Team shall be for two years. After these members of the LT have served three consecutive terms, they will not be eligible for service on the LT for a period of one year.

2. Removal - Membership on the LT shall cease if any LT Member, during his term of his office shall resign, move away, cease to be a member of the congregation or be disqualified according to By-Laws. Provision is hereby made for the remaining members of the LT to appoint a successor until the next annual meeting. Such appointee(s) shall be eligible for a regular two year term at the annual meeting.

E. CONFLICT OF INTEREST

LT members shall not place themselves in a position where there is conflict of interest between their duties as LT members and personal interests. Every LT member who is in any way directly or indirectly interested in, or may become interested in, an existing or proposed contract, transaction, or arrangement with the church or who otherwise has a conflict of interest by virtue of involvement of a family member or the involvement of an employer, partner, business associate, or a corporation that the member is involved with as either a director, shareholder, officer, employee, or agent, then such LT member shall declare a conflict of interest fully at a meeting of the LT and withdraw from any discussion or vote.

The Senior Pastor who serves as a member of the LT, or any member of the Ministerial staff, or any employee of the church who serves on the Leadership Team, shall absent himself/herself from a LT meeting when salary allowance review is being considered.

SECTION 5 THE SECRETARY & TREASURER

A. QUALIFICATIONS

They shall be capable of performing such clerical duties as their office requires, and shall be appointed annually by the Leadership Team.

B. DUTIES - THE LT SECRETARY

The LT Secretary shall be custodian of the records of the various meetings of the Leadership Team.

C. DUTIES - THE TREASURER

The treasurer shall be the custodian of the general funds of the Church, and these funds shall be deposited in a registered financial institution in the name of the Church, and shall disburse such funds as authorized by the Leadership Team. He shall keep or cause to be kept an accurate record of accounts. He shall present a financial statement at the Annual Congregational Meeting and at any other time when requested to do so by the Leadership Team. His books shall be audited in accordance with the B.C. Societies Act by an auditor selected by the Leadership Team and ratified by the congregation.

BY-LAW V. ELECTIONS AND BUSINESS MEETINGS

SECTION 1 THE ANNUAL CONGREGATIONAL BUSINESS MEETING

The Annual Congregational Business Meeting shall be held within 90 days of the end of the fiscal year. Fourteen days (14 days) written notice shall be given to the membership. The fiscal year shall end June 30th.

SECTION 2 SPECIAL BUSINESS MEETINGS MAY BE CALLED BY:

- A. The Senior Pastor after consultation with the Leadership Team.
- B. The Secretary of the Leadership Team upon written order of a majority of the Leadership Team after consultation with the Senior Pastor.
- C. By letter signed by no less than one-third of the regular members of the congregation. This letter must be addressed to the Senior Pastor or secretary of the LT stating the purpose of the requested meeting.
- D. Fourteen (14) days written notice of these meetings shall be given to the members of the Society.

SECTION 3 LEADERSTHIP TEAM RECOMMENDATION COMMITTEE

The Leadership Team shall form the Recommendation Committee in order to furnish to the Congregation names for the LT. Nominations can be received from the congregation throughout the year addressed to the Secretary of the LT and will close at least thirty days prior to the Annual Congregational Business Meeting. After determining the individuals that are qualified and willing to serve, this Committee will present the names to the congregation for ratification, The names and pictures of those recommended will be posted in the Church as least two weeks prior to the Annual Business Meeting. There will be no nominations from the floor at the Annual Business Meeting.

SECTION 4 VOTING

- A. The non-ministerial members of the LT for this church shall be ratified by a majority of all votes cast at the Annual Congregational Business Meeting.
- B. When the Church congregation is voting on business matters, a definite voting bar shall be made between those who are entitled to vote and those who are not so entitled. A member of the congregation wishing to challenge the right of another to vote may do so. In the event of such a challenge, the Church membership roster shall govern.
- C. Voting by proxy is not permitted.

SECTION 5 APPOINTED OFFICERS

It shall be the duty of the newly elected Leadership Team to fill all appointed officers for the ensuing year without delay.

SECTION 6 NEW BUSINESS

It shall be the responsibility of members who wish to present new business to the membership prepare and sign the resolution and present it to the LT one week prior to the said meeting.

SECTION 7 ORDER OF BUSINESS

AGENDA

The agenda shall be prepared by the Senior Pastor and Leadership Team. An agenda item may be submitted to the LT for its consideration, by any member of the congregation in good standing. It must be in writing, signed, and in the possession of the LT at least 21 days prior to the meeting.

The Annual Meeting of this assembly shall include the following agenda items: Devotional period, acceptance of previous minutes, Report of the Treasurer, Ratification of Auditors, Report of Committees, Unfinished Business, Ratification of the Leadership Team, New Business, and Adjournment.

SECTION 8 QUORUM

Those voting members present at duly called congregational meeting shall constitute a quorum but shall never be less than 100 voting members. Those members who by reasons of health are unable to regularly attend church meetings may be omitted from the quorum calculation. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but at any other case, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the recalled meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

BY-LAW VI PROPERTY

All real estate owned by this Church shall be held by Christian Life Assembly in its corporate society.

In the matter of disposing of any real property of this local Church, the LT is empowered to negotiate on behalf of the Church. The actual disposal of real property will be decided by a two-thirds majority vote of a quorum of the congregation at a duly called Annual Business Meeting or a Special Business Meeting subject to By-Laws V, Section 1 and 2.

BY-LAW V11 BORROWING POWERS

For carrying out its purposes the Leadership Team may borrow or secure payment of monies, provided that the outstanding amount(s), caused by this borrowing power does not exceed 10% of the previous years gross receipts. Should it be necessary to borrow or secure payment of larger sums, the sum must be authorized by the membership by a special borrowing resolution at a Special Business Meeting called for that purpose.

BY-LAW VIII DEPARTMENTS

All departments of this Church shall be responsible to the Senior Pastor and the Leadership Team. Their terms of office (appointment) and responsibilities shall be outlined by the Senior Pastor and LT as required in consultation with the Departments concerned.

BY-LAW IX MEETINGS

REGULAR CHURCH SERVICES. The time and place of the regular Church Services shall be determined by the Senior Pastor and Leadership Team.

No member or any number of members shall call any private, secret, business or devotional meetings in the name of Christian Life Assembly among the members and/or adherents of Christian Life Assembly without the knowledge and consent of the LT or the Senior Pastor.

BY-LAW X SEAL

The Seal of the Society shall be in the custody of the Secretary of the Board who shall have the right to affix same to any and all documents requiring the use of same, when so authorized by the LT.

BY-LAW XI RESPONSIBILITIES OF AFFILIATION

SECTION 1

Accepting our responsibilities under the Great Commission of the Lord Jesus Christ as stated in Matthew 28 and Mark 16, this Assembly shall support the Missionary program of the Pentecostal Assemblies of Canada.

SECTION 2

The Minister's Pension Fund is a vital obligation of our Fellowship, in that it makes provision for our aged Missionaries and Ministers, their wives and orphans, and this congregation recognizes its share of this responsibility.

SECTION 3

Acknowledging the important services rendered to this congregation by the National and District Offices of the Pentecostal Assemblies of Canada, this Church, therefore, recognizes the principle of supporting the administrative costs of the National and District Offices of the Pentecostal Assemblies of Canada.

SECTION 4

This Church assumes the responsibilities of paying the moving expenses of an incoming Senior Pastor, and the Senior Pastor's expenses incidental to attending the District and General Conference.

BY-LAW XII AMENDMENTS - BY-LAWS

These By-Laws may be altered or amended by special resolution as provided in the Societies Act, at any Annual Congregational Business Meeting of the local Assembly, or at any special Congregational Business Meeting duly called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Leadership Team at least thirty days before the date of the Business Meeting, and providing that notice of said proposed amendment shall have been given in the announcements of the said Business Meeting.

A copy of the proposed amendment or amendments shall be available to any voting member between the time of announcement and the time of the Congregational Business Meeting, on application to the church Secretary. An amendment, to be adopted, shall require a 2/3rd majority of a quorum of the congregation present and voting at the meeting. Any changes in By-Laws shall come into effect when duly registered with the Registrar of Companies.

Cover reprinted 2007

- 15 -